

Source Reference  
Ch. III - D

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Chief, Physical Security Division

13 Feb. 1957

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Arrangements of Guard Posts, New  
Headquarters Building

1. Any guard plan made up at this time is perforce tentative. Many projects now under study or to be studied in the future could affect guard requirements one way or another; for instance, the final decision on exterior fencing, the type of badge system to be used, the final allocation of space, etc. However, it is believed that the following plan will prove to be substantially adequate and will suffice for estimating purposes.

2. The plan is based upon the assumption that there will be a perimeter fence.

3. Location of posts and schedule of hours.

<u>POSTS</u>	<u>EXTERIOR</u>	<u>Hrs. Per Day</u>	<u>Hrs. Per Wk.</u>
No. Entrance Gate	1 Man Post, 24 hrs., 7 days	24	168
So. Entrance Gate	1 Man Post, 24 hrs., 7 days	24	168
Perimeter Patrol (Jeep)	2 Men, 24 hrs., 7 days (will cover parking lots 0900-1600)	48	336
-2- Parking Lots	2 Men each 0700-0900 1600-1800 5 days per week	16	80
Directors Entrance	1 Man, 24 hrs., 7 days	24	168

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<u>ENTRANCES</u>	<u>INTERIOR</u>	<u>Hrs. Per Day</u>	<u>Hrs. Per Wk.</u>
A	1 Man, 24 Hrs., 7 days	24	168
B	1 Man, 24 Hrs., 7 days	24	168
C	1 Man, 24 Hrs., 7 days	24	168
Cafeterias	2 Entrances, 1 Man Each, 0700-1800, 5 days	22	110
Delivery	2 - 1 Man each 0800-1600 - 6 days	16	96
VIP Reception	1 Man, 24 hrs., Mon thru Sat	24	144
Elevators (checking badges)	4 Men, 0700-1800, 5 days	55	275
Roving	*2 Men per floor, 24 hrs., 7 days (8 floors)	384	2688
Restricted Areas	(5) 1 Man each, 24 hrs., 7 days (This figure might be adjusted according to the number of receptionists used and their hours	120	840

\*NOTE: If more doors are opened for use of employees during rush hours, they can be manned by drawing from the roving floor guards.

4. To man the above posts would require a total of 5577 hours per week or 290004 hours per year. The working hours per year per guard is 1756. On this basis, 165 guards would be required. If they are PBS guards the supervisory force would be furnished.

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